

**Michigan Department of Education  
Office of Field Services  
Special Populations Unit  
Migrant Education Program**

***Migrant Education Data System (MEDS)  
Training Manual***



**Revised February 2011**

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## **Introduction**

This manual has been created to help the person just getting started using MEDS as well as the more experienced person who just needs to have a quick reminder. This manual serves as an accompaniment to the MEDS training videos located on the MEDS Home page (<https://mdoe.state.mi.us/meds/>) and can also be used as a quick reference point if you are searching for a specific piece of information.

The manual is set up as follows:

Each section of the Michigan Family Certificate of Eligibility (COE) is accompanied by a “snapshot” of the section of tab that is being discussed. Following the “snapshot” is a breakdown by section of each component.

## In the Beginning.....Getting Started MEDS Home Page

Begin by logging on to MEDS. Go to <https://mdoe.state.mi.us/meds/>. Enter your username and password assigned through the MEIS system, then click Login or press Enter/Return on your keyboard.

*Welcome to the Michigan Migrant Education Database System.*

You must select a fiscal year before continuing

Fiscal Year:

Be sure to enter the school year in which you are working, click "Go" and wait

a few seconds before proceeding. The selections that had been faded out should now be a bright blue color.

*Please select a menu option below.*



[COE Entry / Update](#)



[Student Search](#)



[Reporting Menu](#)

**COE Entry/Update:** Click this selection to pull up a COE screen. You will use this to either update a COE or to enter a new COE.

**Student Search:** Click on this to find a student. **This should be done for at least one student on every COE** before creating a new COE. This is to prevent duplications in the system.

**Reporting Menu:** Here you will find the ability to generate several reports that might be useful to you. On the left, in blue, are the Attendance Report, Enrollment by Building, General MEDS Report, and General MEDS Report – Service Types.

All reports will be further explained in the Reporting Menu section of this manual.

**NOTE:** You should run the General MEDS Report **at least once a month** to determine which COEs have not been approved and also to check which ones have fallen outside of the 10-day window.

## Michigan Family Certificate of Eligibility (COE)

Starting at the top of the screen, you will see a series of buttons.

1350

Michigan Family Certificate of Eligibility

\* Indicates required field

COE Status: Pending MDE Approval  
Action Date: 8/18/2010

**Save COE** This button does just what it says it will do. This will NOT save your COE until at least one student has been entered in the Children Data tab area. However, the COE will do an automatic save and assign a COE number at the end of the Parent Data tab.

**Exit** This will take you back to the main menu.

**Find COE** This field is used to find a COE in your district that you are ready to update.

**CAUTION:** Remember to do a student search before starting a new COE to prevent duplicates in the system.

**Go** Click on this button once you have entered a COE number in the previous field.

**COE Status** Below the Find COE field you will see COE status. This tells you the status of your COE. There are 5 status types:

1. *In Progress* - COEs that you may have updated but have not sent on for approval. All COEs that have not been sent on for approval will have this status.
2. *Pending Director Approval* - the data entry person has finished entering the required data and has sent the COE on to the Director for verification.
3. *Pending MDE Approval* - the Director has verified the information, deemed it accurate, and has sent it on to MDE for approval.
4. *MDE Approved* - there are generally two times that a COE gets approved by MDE for each enrollment: the first time is when the student(s) enroll in your district and the second is when they withdraw from your district. If a family moves from your district and then returns in the same school year this process will happen more than twice as well as if any changes are made to the COE.
5. *Rejected* - this is done to a COE that is ineligible or is a duplicate of another COE.

**NOTE:** **Directors are responsible for rejecting any COEs in their district.**

**Action Date** This is the date that put the COE into any of the above statuses (In Progress, Pending Director Approval, etc)

**COE Comment Box** This box is for any comments you feel are necessary concerning the family. It could be information about a health concern or about the family dynamic, such as the student is living with the grandparents, or the student was living with the grandparents on COE #### but is now living with the parents, student did not travel

with the family this year, student has moved on his or her own, etc. Any information that is pertinent should be put in the comment box for future reference.

Comments are separated. Each comment will now show the date, time and the user number when the comment was entered. Short comments can be seen in their entirety. Longer comments will have three dots at the end showing that there is more to the comment. To see the complete comment click on the date and time and the complete comment will appear above the comment box. To enter a comment, click on the Add button and a box will appear above the comment box. There are only 256 characters available per box, including spaces, commas, periods, as well as letters and numbers. Once you reach the 256th character you will not be able to add any additional characters. If you want to add more than the 256 characters, click on the "Add" button to finish. Once you have finished, click the OK button to save it. To reject your comment, click on the cancel button.

**NOTE:** If you should start a comment and wondered if you had already entered this comment or are curious about what was previously entered, you can click on the most recent comment box. A message will appear above your comment and you can check that information. If you see that the comment is already there you can choose either to cancel your ongoing comment or continue.

**CAUTION:** This information is irremovable; therefore, be sure you have put your comment in as you want it, including correct spelling, because once it is saved, it can't be undone. This information will travel forever with this COE so make sure that what you entered is pertinent and necessary.

## **District Information tab**

**NOTE:** *COEs must go through the approval process within 10 business days of the student becoming migrant eligible and within 10 business days of the student withdrawing from your district.*

This means that the director has signed the paper COE, the data entry person has entered the data and sent it to the director. Then the director has sent the electronic COE on to MDE and MDE has approved it. The clock for the 10 business days starts in 1 of 3 ways:

- 1) The first clock is the date the director signs the paper COE.
- 2) If the director signed the paper COE in the previous school year, the second clock would be the date of enrollment.
- 3) The third clock is the date of withdrawal.

**NOTE:** There are seven (7) tabs in all. However, when a new COE is activated, there will only be five (5) tabs. The last two (2) tabs will show once a student has been entered and the COE has been saved.

**NOTE:** Fields with asterisks are REQUIRED fields. If not filled in, either an error message will appear or the COE will be sent back as Modifications Required.

District Info	Eligibility	Parent Data	Children Data	Enrollment	Approval	Errors
COE Number:	13026			Date Completed/Updated:	06/19/2010	
Migrant Program:	Hart Public School District			COE Approval Date:	06/19/2010	
*Residing School District:	Hart Public School District					

**COE Number** This number is automatically generated by MEDS at the time the COE is saved. Every COE in MEDS has a unique COE number. Once this number appears it is a good idea to write that number on the paper COE for quick reference when you need to update the COE.

**NOTE:** Notice that this field is greyed out along with other fields on this tab. Any field that is greyed out just means that it is a field that you can't change because the data will automatically be input by the system.

**Date Completed/Updated** This field will produce a date each time the COE is saved.

**Migrant Program** This will automatically be filled in with the name of your migrant program.

**COE Approval Date** This will automatically be filled in when the COE is MDE Approved.

**Residing School District** This contains the name of the district in which the family is currently living.

**NOTE:** This district may or may not be the same as your district if you serve other districts through your program or if the student is attending schools of choice.

\*Date Entered Michigan: 05/01/2010

\*Date Entered District: 05/01/2010

*Parent Signature Date:	5/10/2010	<a href="#">View the MEDS FERPA Statement.</a>
*Director Signature Date:	5/12/2010	<a href="#">View the MEDS Eligibility Data Certification Statement.</a>

**Date Entered Michigan** This is the most current date the family entered Michigan.

**NOTE:** If the family is a Michigan migrant family, in other words, they've always lived in Michigan, then you would put the birth date of the oldest eligible child in the family as the Date Entered Michigan.

**Date Entered District** This is the date the family moved into your district or the district you are serving.

**Parent Signature Date** This is the date the parent signed the COE. To the right of the parent signature date is a link to the MEDS FERPA statement (Family Educational Rights and Privacy Act) which has both English and Spanish versions.

**Recruiter Signature Date** This is the date that the recruiter signed the COE.

**Director Signature Date** This is the date that the director signed the COE. To the right of the director signature date is a link that will take you to the Eligibility Data Certification Statement (both these statements come from the paper COE).

**CAUTION:** The parent, recruiter, and director signatures have to be on or after Date Entered District. If not entered correctly an error will appear.

## Eligibility Tab - Qualifying Arrival Date (QAD) Data

**NOTE:** QAD is data needed to establish eligibility for the family.

District Info Eligibility Parent Data Children Data Enrollment Approval Errors

**Qualifying Arrival Date (QAD) Data**

\*Move to Enable:  to Obtain Employment  
First Name Last Name of worker

\*Relationship to Children:

\*Moved from:

**Move to Enable** This is the name of the person who is doing the eligible work. This person is the one that the student is with at that time. It can be either a parent, other family member, guardian or child (self). This field should contain only one person's name and should be entered in the order as first and last name. (Example: Juan Mendez, not Mendez, Juan or Juan and Maria Mendez.) Make sure names are spelled correctly on the Move to Enable and, where applicable, Parent Data and/or Children Data tab. If no middle name or initial is used in Moved to Enable, then no middle name or initial should appear on any other tab(s). If a middle name or initial is on the Move to Enable then the middle name or initial should be shown on any other tab(s). Please also exercise caution with hyphens in names. If there is a hyphen on the Moved to Enable, then it also must be shown on any other tab.

**Relationship to Children** This drop-down list allows you to choose from four (4) options:

1. *Parent* – this has to be the person listed on the birth certificate or other legal document. (If Move to Enable person is not the parent of at least one of the children on the COE, that person has to be put under Guardian.)
2. *Other family member* – this can be grandparent, sibling, cousins, aunts or uncles over the age of 18.
3. *Guardian* – The person who the child/ren **live with**, such as a step-parent. Guardians must also be 18 years of age or older.
4. *Child* – This is an emancipated youth between the ages of 15 and 18 or one between the ages of 18- 21. If the child is under the age of 18, copies of the emancipation document must be on file and a note put in the comment box. If they are under

the age of 18 without emancipation documentation, either the parents must be listed or a guardian.

**Moved from** This should contain the city and state where the family came from immediately prior to moving into your district. If the family knows the name of the school **district** (not the school name) then the full legal name of that district should be put in the district field. If the district is unknown, leave blank.

**NOTE:** Be accurate when spelling names of cities and other names throughout the COE. There is a website that may help you with this: <http://www.fallingrain.com>. It contains all the countries in the world, and the states and cities associated with those countries. If you can't find the name in fallingrain.com, try to Google it.

The screenshot shows a form with two main sections. The first section, labeled '\*Moved to:', contains four dropdown menus. The first is for 'City' with 'Grand Junction' selected. The second is for 'State' with 'MI' selected. The third is for 'District' with 'Bangor Public Schools' selected. The fourth is for 'MS Family' with 'Interstate Agri.' selected. The second section, labeled '\*Employment Info:', contains two boxes. The first box, 'Employment duration', has two radio buttons: 'Seasonal Employment' (selected) and 'Temporary Employment'. The second box, 'Qualified Employment', has two radio buttons: 'Agricultural Related' (selected) and 'Fishing Related'.

**Moved to** This contains the city and state the family moved to. Generally this is your city. However, it may also be a city and state outside of Michigan. If in Michigan, choose the appropriate Michigan district. If the city and state are not Michigan choose "Out of State" from the drop-down list.

**MS Family** "MS" means Migratory Status. This field has four choices. They are: Interstate Agri., Intrastate Agri., Interstate Fisher and Intrastate Fisher. "Inter" means moving from state-to-state or country-to-state. "Intra" means moving within Michigan. Choose one according to the family move. If the family moved to Michigan from another state/country, you would chose either Interstate Agri. or Interstate Fisher. If the family moved from another Michigan district to your district, you would choose either Intrastate Agri. or Intrastate Fisher.

**NOTE:** A family that moves here from another state/country would be marked as "Interstate." If their next move is to another district within Michigan the next district would mark them as "Intrastate."

## **Employment Info**

**Employment Duration** Choose one of two:

- *Seasonal employment* - the work being done is one that follows the seasons, such as picking blueberries or plowing fields.
- *Temporary employment* - The work must not last longer than 12 months for eligibility. An example of temporary employment would be milking cows or harvesting Christmas trees. Although milking cows occurs year-round, the worker is only working at the farm on a temporary basis.

**Qualified Employment** Choose one of two:

- *Agriculturally Related* - This usually means harvesting, plowing fields, planting, pruning, picking, driving a tractor or other work related to crop production. Please see the end of this manual for a list of seasonal crops and related agricultural activities as well as website information.
- *Fishing Related* - This is related to work in commercial fishing such as cleaning, netting, repairing nets, etc. This work is generally not found in Michigan.

Temporary employment was determined on this basis:

Temporary employment justification

☐ worker's statement OR

☐ employer's statement OR

☐ State's documentation of the temporary nature of the work

Temporary Employment Statement:

\*Child(ren) Moved:

Child(ren) moved

☒ With ☐ To join ☐ On his/her own

**Temporary employment was determined on this basis.** This and the Temporary Employment Statement fields will only appear if the Temporary Employment is checked in the Employment Duration box.

Choose **one** of the first two options:

- *Worker's statement* - An example of this is the worker told the recruiter that the work they were doing was temporary *and tells the recruiter how long the employment will last.*
- *Employer's statement* - An example of this is the recruiter has talked with the employer and the employer has verified that the work is of a temporary nature ***and gives the length of time that the work will be completed.***
- **State's documentation of the temporary nature of the work** – this is unavailable at this time since Michigan has not conducted an industrial survey to determine what kinds of temporary employment are available in the state.

**NOTE:** If temporary employment is chosen you must fill out the Temporary Employment Statement.

**Temporary Employment Statement** This box must be completed if temporary employment was chosen in the employment information section. This information should include the **type of work** being done **and the amount of time** it will take to complete the work. An example could be: The worker tells the recruiter that milking cows is of temporary duration and the work will last less than four months.

**Children Moved** You must select one of three options:

- *With* – Children moved with the worker
- *To join* – the children moved to join the worker, which can be selected in two ways: 1) the children actually moved to join the worker or 2) the worker moved to join the children.
- *On his or her own* – this is likely to be a child between the ages of 16-22.

**NOTE:** 1) If the child is under the age of 18, he or she has to have either the parents listed on the parent tab or a legal guardian over the age of 18. 2) If the child is

under the age of 18 and has legal emancipation documentation, then the parent/guardian does not have to be listed on the parent tab. However, make sure a copy is made of the emancipation document and a note put in the comment box above. 3) If the child is between the ages of 18-22, no parent or legal guardian is needed on the parent tab. 4) Self/friend can not be used as verification in the verification field (children data tab).

The worker moved due to economic necessity in order to obtain:

\*The worker moved due to economic necessity in order to obtain:

- ☒ qualifying work, and obtained qualifying work, OR
- ☐ any work, and obtained qualifying work, OR
- ☐ qualifying work specifically, but did not obtain the work. If the worker did not obtain the qualifying work:

What evidence suggests the worker sought to obtain qualifying work?

- ☐ The worker has a prior history of moves to obtain qualifying work OR
- ☐ There is other credible evidence that the worker actively sought qualifying work soon after the move but, for reasons beyond the worker's control, the work was not available ([complete Eligibility Comments below](#))

**The worker moved due to economic necessity in order to obtain:** Choose **one** of *three* options:

- *Qualifying work and obtained qualifying work* - The worker moved to obtain qualifying work and obtained qualifying work. List of qualifying work activities may be found at <http://michigan.gov/osi>.
- *Any work and obtained qualifying work* - The worker moved to obtain any kind of work and obtained qualifying work. Example: The worker may have come to your district because s/he was told that there was work at a local factory but when the worker arrived there were no jobs available. The worker found employment picking blueberries at the local berry farm.

**NOTE:** If one of the first two are chosen then the Qualifying Activity and the Work Site must be completed.

- *Qualifying work specifically, but did not obtain the work* - This means the worker was unable to obtain the qualifying work due to circumstances beyond their control. Example: Family moved here to pick asparagus but due to late frost the crops were lost and no work was available. If this option is chosen, a new box will appear and you must choose from one of the following two options from the box labeled "What evidence suggests the worker sought to obtain qualifying work?"
- *The worker has a prior history of moves to obtain qualifying work* - Moves which can easily be checked through MEDS. OR
- *There is other credible evidence that the worker actively sought qualifying work soon after the move but for reasons beyond the worker's control the work was not available.* **Example:** A family moved here to pick asparagus but due to late frost the crops were lost and no work was available.

**NOTE:** If either of the above are chosen, the Eligibility Comment box link must be clicked to fill out necessary comments.

**NOTE:** If either button is chosen in this box, Qualifying Activity as "Seeking Qualified Work" and "SQW" in Work site will be automatically populated.

Eligibility Comments:

Qualifying Activity:

Packing Pickles

Pinnacle Foods

Work Site

**Eligibility Comments** The only time this is to be filled out is when you have chosen “qualifying work specifically but did not obtain the work” from the Economic Necessity section.

**NOTE:** Please be specific as to the evidence used to determine eligibility.

**Qualifying Activity** Work that is being done that qualifies him/her as a migrant worker. All activities must end in “-ing,” such as picking, harvesting, planting, etc. See the end of the manual for a list of qualifying activities and seasonal crops as well as website information.

**CAUTION:** You must only enter one qualifying activity in this field. Ex: enter Picking Apples. **Do not** enter Picking Apples and Grapes OR Picking and Packing Apples.

**Work Site** The name of the site where the work is taking place, such as Chuck’s Berry Farm. A listing such as “blueberry farm” is unacceptable. The actual name of the work site must be used.

## Parent Data Tab

**Home Based Residency** is the place the worker returns to and has established permanent residency. The Home Based Residency must be the legal mailing address of the worker which includes street, city, state, ZIP or Postal Code. **All ZIP or Postal Codes must be included** (<http://www.zipcodeworld.com/postalresources.htm>) Example: A remote village in Mexico has some form of the equivalent of our ZIP Code. If they receive mail, there must be some form of ZIP or postal code on that letter which should be used on the COE.

**NOTE:** A Post Office Box may appear as a legal address in home based residency only if it is the same post office box used on all COEs every year.

**NOTE:** If the family has no legal home based residency or if the family only knows the city and state, leave all fields in the home based residency blank. (This will also apply to the home-based district.)

District Info	Eligibility	<b>Parent Data</b>	Children Data	Enrollment	Approval	Errors
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**Home Based Residency:**

Street	City	State	Zip	District
Francisco Villa	San Diego	JA	49580	San Diego

**Parent - Guardian Data:**

Legal Father			Legal Mother		
CARDENAS	JORGE		CARDENAS	LUZ	E
Last Name	First Name	Initial	Last Name	First Name	Initial

**Home Based District** If the home-based district is unknown you may still complete all fields in the home-based residency but put "unknown" in the district (do not leave blank.) Do not put the name of the school in the district field. If the Moved From site is the home-based residency please be sure that the same district is recorded in both places.

**NOTE:** Please remember that if you don't know the home-based residency, then all home-based fields should remain blank.

## **Parent Data**

**Legal Father** This is the person listed on the birth certificate/legal documentation (such as adoption papers) of at least one of the students on the COE. It could also be a step-father if the step-father has legally adopted the student(s). Do NOT enter a boyfriend, grandfather, uncle. Those names go into the current male guardian field.

**Legal Mother** This is the person listed on the birth certificate/legal documentation (such as adoption papers) of at least one of the students on the COE. It could also be a step-mother if the step-mother has legally adopted the student(s). Do NOT enter a girlfriend, grandmother, aunt. Those names go into the current female guardian field.

**NOTE:** In these fields the last name comes first, followed by the first name and middle initial if applicable.

**NOTE:** Make sure that these names match the Move to Enable name and check spelling, if applicable.

**NOTE:** If either the male or female in Move to Enable is not a legal parent of any of the students on the COE, they may be placed in the current guardian fields if applicable.

**NOTE:** If they have one or more legal child(ren) on the COE then they should be put as legal parent (even though there are other children on the COE that are not legally theirs.) Please put note in comment box which children belong to whom.

## **Guardian Data**

**Current Male Guardian** This field pertains to those circumstances where the student is living with someone other than a legal parent and the person is responsible for the welfare of the student.

As an example, student(s) may be living with Mom, but if Mom is living with a boyfriend and the boyfriend is responsible for the student(s) while the Mom is out of the house, the boyfriend would be listed in the current guardian field.

Another example is if the student is travelling at this time with the grandparents, aunt, uncle, or a sibling older than 18, then he/she/they are the current guardians.

**NOTE:** If the boyfriend/grandparent/aunt, etc., has legally adopted the student(s), then they are put in the legal parent fields. Please make notation in the Comment Box.

**Current Female Guardian** - This field pertains to those circumstances where the student is living with someone other than a legal parent and the person is responsible for the welfare of the student.

As an example, student(s) may be living with Dad, but if Dad is living with a girlfriend and the girlfriend is responsible for the student(s) while the Dad is out of the house, the girlfriend would be listed in the current guardian field.

Another example is if the student is travelling at this time with the grandparents, aunt, uncle, or a sibling older than 18, then he/she/they are the current guardians.

**NOTE:** If the girlfriend/grandparent/aunt, etc., has legally adopted the student(s), then they are put in the legal parent fields. Please make notation in the Comment Box.

<b>Previous Address:</b>	Street 3rd Lane Old 83 Highway	City Palm View	State TX	Zip 78572	Date Left 04/29/2010
<b>Current Address:</b>	*Street 6315 W Fox Rd.	*City Mears	*State MI	*Zip 49436	*County Oceana
	Current Phone (999-999-9999) 956-458-0749	Current Employment Employed	*Work Phone (999-999-9999) 231-873-5173	Work Site Kim Klotz Farm	
<b>Work Address:</b>	Street 6315 W. Fox Rd	City Mears	State MI	Zip 49436	

**Previous Address** This pertains only to families that are new to your district or families that are returning to your district.

**NOTE:** Please make sure that the date left Previous Address is on or before the Date Entered the District.

<b>Previous Address:</b>	Street 3rd Lane Old 83 Highway	City Palm View	State TX	Zip 78572	Date Left 04/29/2010
<b>Current Address:</b>	*Street 6315 W Fox Rd.	*City Mears	*State MI	*Zip 49436	*County Oceana
	Current Phone (999-999-9999) 956-458-0749	Current Employment Employed	*Work Phone (999-999-9999) 231-873-5173	Work Site Kim Klotz Farm	
<b>Work Address:</b>	Street 6315 W. Fox Rd	City Mears	State MI	Zip 49436	

**NOTE:** Please make sure that if the Previous Address is the same as the Home-based Address, then make sure they are both filled out the same way.

**Current Address** This is the actual address where the family is living at the time the COE was written. Please be accurate in the spelling of the streets and cities.

**NOTE:** Michigan is automatically entered into the state field.

**County** The county field represents the county in which the family is currently living. Some cities share more than one county so be sure you are choosing the correct county from the drop-down list. Please check <http://www.fallingrain.com> for accurate spellings of cities and states if unknown.

**Current phone** You may enter 999-999-9999 if the actual home phone or cell phone is unknown.

**Current Employment** This is a drop-down box. This field can be left blank if the family is SQW. One of the remaining 3 selections may be chosen:

- 1) *Employed* - the worker is working
- 2) *Self-Employed* - the worker may, as an example, own a flat bed truck and contracts with a farmer to haul the produce to a specific location
- 3) *Personal subsistence* - the worker and the family are personally consuming the products the worker was picking in lieu of wages. This scenario may not happen frequently in Michigan.

**Work Phone** is a required field. If the work phone is unknown, the format 999-999-9999 must be entered in this field. Do not use any other combination of numbers. If the work phone is known, please enter correct number.

**Work site** is greyed out. This field will be populated with the information that you entered on the Eligibility tab Work Site field.

**Work address** If the worker is SQW, please enter the city and state (which are required fields) where they are seeking the work. If they are working, the recruiter should know the street, city and zip of the work location. In this case, all fields must be completed.

## Children Data Tab

District Info	Eligibility	Parent Data	Children Data	Enrollment	Approval	Errors
Show Student:		<input type="text" value="Martinez Jr, Cesar - bd 11/18/1995"/>			<input type="button" value="GO"/>	<input type="button" value="New Student"/>
Child(ren) Data						<input type="button" value="Remove Student"/>

**Show Student** This field is a drop-down list. It contains the names of all the students listed on this current COE. As you add and save students their names will populate this list. To update a student, choose the student you are updating and click "go."

**NOTE:** If this is a new COE, this drop-down list will be blank. You will have to click New Student to enter information. If you have either rolled over the COE or it is a returning student, the "Show Student" fields will be filled in and only need updating.

**New Student button** This will bring up a blank page so that you may enter information on the student you are currently adding.

**Remove Student button** This will delete a student from the current COE. However, the student does not get deleted from MEDS. All students entered in MEDS remain in the system. All this button does is remove the student from the current COE.

**CAUTION:** Be aware that if you inadvertently delete a student from a COE you will have to work with MDE Administration to get the student added back on the COE. Call Evelyn Sitterson at 517-373-6066 or send an e-mail to [sittersone@michigan.gov](mailto:sittersone@michigan.gov) to put the student back on the COE.

### Children Data

**NOTE:** If this is a new student, and if there is a birth certificate or other legal document, please use that information to fill in the children data pieces. Please also make sure the spelling is accurate and matches what is on the legal document. If this is a returning student and you now have a legal document which does not match the COE, please work with MSDS **FIRST** to make sure all records agree. In this way, duplication of students as well as duplicate identification numbers, will be avoided. If there is a name change, MSDS will have to update their records before the COE is sent in for MDE approval. The birth certificate/legal document **MUST** be sent in at the same time as the COE is submitted for approval or the COE will be held up and not approved, thereby jeopardizing the 10 business day window.

**CAUTION:** Changes to name, birth date, birth location, and/or language on a student who has a UIC will not be saved. However, the changes you requested will appear in the Approval Tab for the MDE Approvers to see. Birth documentation **must** be submitted to the MDE Approver and MSDS at the same time that the COE is submitted.

*Last Name 1	Last Name 2	*First Name	Middle Name	Sfx
Martinez		Cesar		Jr

**Last Name 1** This field can contain the following: 1) there is only one last name (**Olvera**); 2) the first name in a two last name situation (**Olvera Gonzalez**); or 3) a hyphenated last name (**Olvera-Gonzalez**).

**Last Name 2** This field contains the second name in a two name situation (Olvera **Gonzalez**)

**First name** This field can contain two (2) names if the legal first name consists of two (2) names, such as Maria Luz.

**Middle Name** This field is the middle name of the student. If the middle initial is already in the system, and there is no UIC for the student, you may update the middle name. If there is a UIC for the student, you will get an error message letting you know that the change was not saved. The system will insert a message on the Pending MDE approval screen letting the MDE approvers know that you tried to make the change. As long as the middle name matches the middle initial the MDE approvers will make the change for you and no legal documentation needs to be submitted. However, if the middle initial does not match the actual middle name, you must first work with MSDS to make the change, and then submit the legal documentation along with the COE to the MDE approver.

**Sfx (Suffix)** This dropdown contains junior, senior, II, III, etc.

**NOTE:** If the student has a UIC and any changes need to be made to the name, birth date, or birth location, legal documentation will need to be submitted to MDE in order to make the change(s). Before this is done, however, you also need to work with MSDS to make the changes. This is necessary as the student with the UIC has already been matched up with these systems and any changes made would not match and pulling up the necessary information from these systems would not happen correctly. Once this has been done, you will need to check the box on the Approval page that verifies you have worked with MSDS to make the changes. Then the legal documentation will be submitted at the same time as the COE so that the changes can be made in MEDS. The legal documentation may be submitted in one of two ways: 1) preferably, scan the document as a pdf document and e-mail to your MDE approver or 2) if necessary, fax the documentation to 517-335-2886.

*Birthdate	*Gender	*Place of Birth	*Multiple Birth Flag	
11/18/1995	M	McAllen	TX	Not a multiple birth
		City or County	State	

**Birthdate** Enter the birth date of the student in this field.

**NOTE:** With a new student on the COE, once you tab out of this field, the system may bring up a new screen with a list of students. This screen lets you know there is a possibility that the student you are entering may already be in the system.

If this happens, please look carefully at the list of names to determine if one of them matches your student. If it does select that student and a variety of information will automatically be entered into the COE for you. If the student you have entered exactly matches a name on the list, such as the name and birth fields are an exact match, you will not be able to continue to enter any more information unless you select them from the list. This is to prevent duplicates from being entered into the system. Clicking the cancel button more than twice will cause all the information you have entered to disappear leaving a blank page. If you feel that the student you are trying to enter is not an exact match you will have to contact Evelyn Sitterson at 517-373-6066 with an explanation and MDE will work with you to enter the student.

**NOTE:** All date fields, except the Date Left field in the Parent Data tab, and the Drop-out Date in the Children data tab should all be month, day and 4-digit year.

**CAUTION:** In some countries, such as Mexico, dates are formatted as day, month and year. Be sure to input the format used in the United States which is month, day and year.

**Gender** Choose male or female.

### **Place of Birth**

**City or County** On some birth certificates it may list either the city or the county. Please enter whatever the legal document says, even if the parents list the city but the document lists the county. Please also enter the correct spelling of the city or county.

**State** Please select the correct state abbreviation. If you are unsure, click on the state link below the drop-down box and a list of states with their abbreviations will appear.

**Multiple Birth Flag** This is a required field. If a student is a single birth child, you would choose 'not a multiple birth'. However, if a child is a twin, triplet, etc., you would choose the multiple birth selection that corresponds to the birth sequence. For example, if the child was the first born in a set of triplets, you would choose 'first in a multiple birth'. If the child was the last born in a set of triplets, you would choose 'third in a multiple birth'.

\*Ethnic Group

- 1 - American Indian/Alaskan Native
- 2 - Asian American
- 3 - Black or African American
- 4 - Native Hawaiian/Pacific Islander
- 5 - White
- 6 - Hispanic or Latino

**Ethnic group** There are six ethnicity options. You may choose up to five (5) different ethnic groups per student by holding down the control key and clicking on the appropriate ethnic groups.

\*Birth Verification Type:

Passport

**Birth Verification Type** There are multiple options in this section and most are pretty self-explanatory.

**NOTE:** Whichever form of verification is given, be sure that the information entered into MEDS matches the documentation exactly.

**NOTE:** Parent affidavit is the same thing as parent verification.

**CAUTION:** "Other" could include grandparent or other family member over the age of 18, but does not include "self" verification or verification from a friend. If "other" is chosen, a field will pop up on the right side and you will have to enter what the "other" verification is.

**CAUTION:** Registro Civil is not the same thing as a birth certificate therefore should be listed under 'Other'.

The options are:

- Birth Certificate
- Parent's Affidavit
- Baptismal or Church Certificate
- Driver's License
- Entry in Family Bible
- Hospital Certificate
- Immigration Document
- Life Insurance Policy
- Passport
- Physician's Certificate
- Previously Verified Student Record
- State-Issued ID
- Other

The next four greyed out fields are automatically filled in by the system.

Student ID	Student UIC	MSIX ID	Eligibility Expiration Date	Status	Dropout Date:
45885	2561426103	511527376972	05/01/2013	OSY	

**Student ID** This field is the number that is assigned by MEDS for each student in the system. Each student ID is unique to that student.

**Student UIC (Unique Identifier Code)** This code is obtained by matching each student in MEDS with MSDS. This process is done on a regular basis in order to match students so that information pertinent to that student may be pulled from these systems and entered into the national database.

**MSIX ID (Migrant Student Information Exchange)** This ID is the identifying code that has been assigned to each student once they have been entered into the national database system. This allows states to look up students from another state or district to access information such as courses taken, grades, credits accrued, etc. to better place students who enroll in their schools.

**Eligibility Expiration Date** This is the date that is three (3) years from the QAD (Qualifying Arrival Date). This allows districts to keep track of where the student is in terms of eligibility, especially for those students who are settling in their districts.

**Status** This is a required field for all students. The options for this field are:

*Pre-K* birth to age 5

*OSY* out of school but not a drop-out

*GED* the student has received the GED

*HEP (High School Equivalency Program)* This program is operated by Michigan State University. Students enrolled in HEP are those who have dropped out of school but now want to obtain their diploma.

*College/University* \*

*Trade School* \*

*Military School* \*

*CAMP (College Assistance Migrant Program)* ( also operated by Michigan State University) \*

\* These are options that can be chosen if you know what the student is going to do after they graduate.

*Dropout* If a student has dropped out of school, the dropout date must be entered in the Dropout Date field.

**Dropout Date** This contains the date that a student dropped out of school.

### **Special Needs**

Special Needs:	*IEP Assessment: <input type="text" value="No"/> <input type="button" value="v"/>	IEP Date: <input type="text"/>	<input type="checkbox"/> Pending
	<input type="checkbox"/> Special Education:	Disclosure Date: <input type="text"/>	<input type="checkbox"/> Pending
	<input type="checkbox"/> Special Health Needs:	Disclosure Date: <input type="text"/>	<input type="checkbox"/> Pending

**IEP Assessment** This is a required field for all students. The choices are Yes or No. If Yes is chosen, then the IEP date must be entered. If IEP is No, but there is a question as to whether the student actually is Special Ed, then the pending box must be checked. It is the responsibility of the Migrant Director to check with the Special Education Department to obtain the date the assessment was given.

**NOTE:** If Yes is selected for the IEP, then Special Education must also be checked.

**CAUTION:** You can't be in Special Education without an IEP.

**CAUTION:** IEP Dates should not be older than one year.

**Special Education** If a child is in Special Education, a disclosure date must be entered or the pending box must be checked.

**NOTE:** If the Pending box is checked it is the responsibility of the Migrant Director to notify the Special Education Department. Once that has been done, then the COE must be updated with the disclosure date.

**NOTE:** The Disclosure Date is the date the Migrant Director notified the Special Education Department that a migrant student is eligible to receive special education services.

**Special Health Needs** Should be checked with students who have chronic or acute medical needs that require special attention. Again, if the pending box is checked it is the responsibility of the migrant director to notify the necessary individual(s)/department(s) (such as food services, the nurse, the teacher, etc.) that this student has special health needs. Once the notification is complete, then the COE must be updated with the disclosure date.

**NOTE:** A blind and/or deaf student is not considered a special health need. However please put a note in the comment box about any Special Education needs and school services.

*Medical Alert	None	Medical Condition		*Immunization Records:	No	<a href="http://mcir.org">mcir.org</a>
*Primary Language:	Spanish	Other Language:				

**For Grades 9-12 only**

Anticipated Graduating District	Designated Graduation School
Unknown	Unknown

**Medical Alert** This is a required field for all students. You will choose from None, Chronic or Acute. If Chronic or Acute are chosen then the condition must be entered into the Medical Condition field.

**NOTE:** If Medical Alert is chosen, then the Special Health Needs box MUST be selected and appropriately filled in.

**CAUTION:** "Chronic" is an on-going condition, such as allergies, asthma or diabetes. "Acute" is life-threatening, requiring immediate medical attention, such as bee stings, and severe allergies (allergic to penicillin or nuts).

**Immunization Records** This is a required field for all students. It is a simple Yes or No field. It is not asking if the immunizations are current or complete. It is just whether the child has any immunizations or not.

**Primary Language** This is a required field. Choose, from the drop-down list, the primary language as listed on the student's Home Language Survey .

**NOTE:** If you have a child who is totally bilingual, then enter the primary language used in the home. If the language is not listed, choose "other" and specify the language. Dialects are not considered languages.

**NOTE:** Mixteco is a dialect, NOT a language.

**NOTE:** If Primary Language is changed for a student with a UIC, the change must also be made in MSDS and a screenshot of that change sent to your MDE Approver by attaching it to an email in .pdf format.

### **For grades 9-12 only**

**Anticipated Graduating District** Using the drop-down box, choose the district from which the student anticipates graduating. If the district is out-of-state, choose "out of state" from the drop-down list. Pop-up boxes will appear on the right. You will then complete the out-of-state district and the state. If the graduating district is unknown at this time, choose unknown from the drop-down list.

**Designated Graduation School** If "Unknown" was chosen in the anticipated graduating district field, "Unknown" will automatically be entered in the designated graduation school. If the anticipated graduating district is in Michigan, then the designated graduation school **MUST** be chosen from the drop-down list. "Unknown" can be chosen if there is more than one high school listed in your district. However, if you only have one high school in your district, you should not choose "Unknown."

Continuation of Services Reason	Termination Reason	Termination Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Continuation of Services Reason** This field is used for students whose eligibility (QAD or 3-year provision) has expired but are still in need of receiving services. Using the drop-down box, choose **one** of *three* (3) options:

- 1) *Providing services for the duration of the term.* This means that the student's QAD expires during the regular school year or during the summer session. The student is eligible for services through the end of that term. This has no bearing on funding. Funding is for the full regular school term or the summer session. The student should receive the same services after their QAD expires.

**NOTE:** A student whose QAD expires during the regular school year, although eligible to receive services through the end of the school year, is **NOT** eligible to receive services during the summer session.

- 2) *Providing services for an additional year: comparable services are not available.* This allows districts to serve students who are at risk for academic failure for an additional year, and there are no comparable services available for this student (such as Title I, bilingual services, etc.). Unfortunately, there is no funding from the migrant program to provide these additional services.

**CAUTION:** This option can not be chosen to allow students to only attend Summer Center. Students must also be enrolled in the subsequent Fall Regular Year program.

- 3) *Serving secondary students through credit accrual programs.* This allows districts to serve those students that require additional services to complete their high school education. This can be beyond their QAD expiration date until such time the student graduates. Again, there is no funding tied to this option.

**Termination Reason** Using the drop-down box you will find four (3) reasons for which a migrant student may become ineligible to receive services prior to the end of their three year eligibility. They are 1) Deceased, 2) GED, 3) Graduated; and 4) Age Limit Reached (Age 22 years). Choose the appropriate reason and then put the date in the Termination Date field.

[Go to the Enrollment Tab](#)

**Save Student**

**Save Student button** Once you have completely filled out the information for this student, you MUST click the Save Student button to save the student before going on to another student or tab. If you do not save the student before going on, you will lose all the information you have entered.

**Go to the Enrollment Tab** This link will take you to the enrollment tab without having to scroll to the top of the page.

## ***Enrollment Tab***

District Info	Eligibility	Parent Data	Children Data	<b>Enrollment</b>	Approval	Errors
Show Student:		Coaxingue, Gustavo - bd 6/19/1990			GO	Director Signature Date: 06/16/2010
Enrollment District:		Eau Claire Public Schools				Date Entered District: 04/21/2010

You will again see the "show student" list that will enable you to choose the student for which you need to add enrollments. Choose the student you are working on and click go.

**CAUTION:** All COEs must go through the entire approval process within 10 business days. One of the following will start the 10 business day clock:

- The Director's signature date for enrollment OR
- The withdrawal date OR
- The enrollment date, if the Director's signature date is in the previous school year (Sept 1 – Aug 31).

**Director Signature Date** This date is automatically populated based on the date entered on the District tab. This will help you with your enrollment date since the enrollment date is tied to the Director Signature Date. This will also show you where you are within the 10 business day limit if the Director Signature Date is the start of the 10 business day clock.

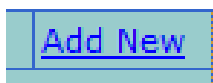
**Date Entered District** This is automatically populated based on the date entered on the District tab.

**Enrollment District** This automatically defaults to the Residing District. If the student is attending a school in a district other than yours, choose that district from the drop down list. Make sure it's the correct district before starting to update or enroll the student as the list of buildings will not be correctly populated and you will have to cancel the

enrollment, reselect the enrollment district and then go back to adding or updating the enrollment.

**Show out of district enrollments link** If you should get an error message when updating or saving an enrollment that says there is another enrollment for that time frame, you may click on "Show out of district enrollments" link. This link will take you to another screen that will show all the enrollments in the state for that student. Find the enrollment that overlaps yours and contact the district associated with that enrollment to resolve the issue. You can also find the district associated with the enrollment by rolling your mouse over the school building. This will show you the district, the COE number, and the fiscal year of that enrollment. Once you have the information you need, click "hide out of district enrollments" to return to the original enrollment screen.

## **Program Enrollment**



**Add New** To add a new enrollment, click the "Add New" link at the far right, under the last enrollment line. To update an enrollment, click the "edit" link to the far right of the enrollment line that is associated with the current year.

**CAUTION:** You can only edit enrollments for the current year. If there is an open enrollment from a previous school year you must contact your MDE Approver or MDE Administration to resolve this issue.

*Building	*Gr
<a href="#">Lybrook Elementary School</a>	OS

**Building** This drop down list will show the schools in your district as well as the schools associated with the enrollment district you choose. Choose the correct school the student is attending.

**NOTE:** If the student is attending a school outside of your district in a migrant district under Schools of Choice, do not enter an enrollment for this student. If the district is a non-migrant district, then enter the enrollment for this student.

**Grade** This is a drop-down list with several grade options. They are:

- P0-P5: This corresponds to the age of the child upon enrollment.

**NOTE:** If the child leaves your district and re-enters at a later date, and the child has had a birthday in the meantime, both the previous grade and the current grade must reflect the child's current age. **Example:** a child was P2 in the fall term. The child returned in the spring and had a birthday in the interim and is now 3 years old. Both the fall and spring enrollments must now be P3.

**CAUTION:** Make sure those changes are made before entering the new Date Entered District. Otherwise you won't be able to make the fall change unless you follow these steps:

- 1) Go back and change the Date Entered Michigan and the Date Entered District to the previous dates.
- 2) Save COE.
- 3) Go back to the enrollment tab, make the change and save COE.

4) Go back to the Date Entered District and Date Entered Michigan and put back the current dates. Save COE.

- *PS (Pre-School)*: This is chosen when a student is enrolled in a district-sponsored pre-school. This is limited to those students ages 3-5.

**NOTE:** P3-P5 is only for students not enrolled in a district sponsored pre-school.

**NOTE:** If the child was identified during the regular school year and is now attending a district-sponsored pre-school, the grade must remain the same for all enrollments. **Example:** If the child was identified as a P4 in the regular year enrollment, they must also be identified as P4 in the summer even if they are attending a district-sponsored pre-school.

**NOTE:** If you have a P2 student you wish to designate as PS, then a copy of the curriculum being taught to this student must be sent to the Migrant Education Office at MDE. This is for monitoring and compliance issues.

- *Grades K-12*: Mark the actual grade the student is attending. Students must remain in the same grade for the whole school year (September 1 – August 31). If a student is in grade 2 for the regular school year, that student must also be in grade 2 for summer center even if that child has been promoted to the third grade.
- *UG (Ungraded)*: This is for students who are in a school setting which does not use normal K-12 grade levels. Examples include Alternative Education and Special Education.
- *OS (Out-of-School)*: This grade is for those students who have either dropped out of school or are currently not attending school in your district.

**NOTE:** If the student is a drop-out, make sure that you have marked them as a drop-out in the Status Field on the Children Data tab, including the date dropped out.

**NOTE:** If the student is not attending school in your district, be sure you have marked them as OSY in the status field on the Children Data tab. (**Example:** they could be working or, in the case of summer center, they simply may not wish to attend).

**NOTE:** This could also be for students who have completed their grade in another state but are not attending school in your area. Again make sure you have marked them as OSY in the Status field on the Children Data tab.

*QAD	*Prog
4/21/2010	ID

**QAD (Qualifying Arrival Date)** This is the date the worker/family arrived in your district that qualified them as migrant or when the family comes together as a unit.

**Program** This is a drop-down list with the following options:

- *RM (Regular Migrant)*: This option is for those students

who are attending a school that uses migrant monies as part of the funding for migrant services. This might include supplies or teaching staff whose salaries are partially or entirely paid with migrant funds.

- **SC** (Summer Center-based programs): This is either funded totally with migrant funds and attended by migrant students only, or it can be part of a normal summer school program where migrant funds are used to supplement, not supplant, education for migrant students.
- **H** (Home): This is a summer program only that allows students to take home assigned packets of schoolwork. A tutor or teacher must visit the student for a *minimum* of 1 hour a week to tutor the student in their work and to collect the work that is completed. New work will then be assigned.

**CAUTION:** If the above does not take place, you can NOT put “H” unless the above requirements are met. If not met, the students would be considered “ID” (Identified).

- **ID** (Identified): This is for students who do not attend school or do not attend school in your district. These are generally students who fall in the grade range of P0-P5, are out of school youth, or drop-outs. It also applies to migrant students who are attending school in a district not designated as a migrant district.
- **P** (PASS or Portable Assisted Study Sequence): This program is for high school students who want to keep up with subjects being taken in another district or state. The packets for this program are ordered by your district through the Michigan PASS Office. (You can contact the Michigan PASS office at 269.471.1139 or <http://www.michiganpass.net/whypass.htm>)
- **B** (Basic): This is for students who attend a school that has no migrant funds and the student does not attend a migrant program before, during or after school.
- **RB** (Regular Basic): This option is for students who are attending a school that has no migrant funds used in the school but do attend a before-, during- or after-school migrant program. **Example:** an after-school homework lab for migrant students or a student who is pulled out of the basic school to attend a class in a migrant school during the day.

**CAUTION:** Once a Program type has been added and saved, you may not change the Program type. If the Program type was entered in error, you must contact Evelyn Sitterson at [sittersone@michigan.gov](mailto:sittersone@michigan.gov) or at 517.373.6066 with an explanation for the change at which time Evelyn will make the change.

**Enrollment Date** This is the date the student: 1) enrolled in the school; 2) was identified; or 3) the date on or after the director signed the COE.

**Withdrawal date** This is the date the student left your district or the end of the term.

*Enroll Date	Withdraw Date	Days Enroll	Days Pres
9/1/2010	9/7/2010		

**NOTE:** This does not include when the family goes on vacation and returns to your district. If the family did go on vacation, you will need to delete the withdrawal date previously entered.

If the family says they were seeking agricultural work, ask for documentation to verify. If in doubt, notify MDE Administration prior to the new enrollment date.

**Days Enrolled and Days Present** For program types RM, B, RB and SC the Days Enrolled and Days Present must be at least one day. They can not be zero. For program types of H, P, ID these fields can be zero or left blank.

**NOTE:** Days Enrolled and Days Present represent the actual days the student was enrolled and present in the classroom. It may not match the timeframe between the enrollment date and the withdrawal date.

**Service Type** This is a required field. The options are for services the migrant student receives outside the migrant-funded program. The Service Type options are:

- *Bi-National*: This option is for students who attend schools in either Mexico or Canada as well as in Michigan.
- *Counsel*: This option is for students who receive some type of counseling through the school system that does not have any migrant funds involved, such as guidance counselor.
- *FLEP* (Formerly Limited English Proficient): This option should be selected for those students who came to your district as an LEP (Limited English Proficient) student but have now been assessed as highly proficient in English and are now no longer in need of LEP services.

**NOTE:** Although these students have been marked as FLEP, they must be monitored for 2 additional years after the year they reached proficiency in English. This is to assure that the students are not having difficulty with the curriculum due to the language barrier.

- *FM* (Formerly Migrant): This is an option for students who no longer qualify to receive migrant services. This option would be used if a student is receiving continuation of services beyond their 3-year eligibility.
- *Homeless* (McKinney-Vento Act): This option is for migrant students who have been designated homeless due to their living situation. Migrant students designated as homeless should receive the same services that the McKinney-Vento Act requires whether or not homeless funds are available to the district.

**NOTE:** For additional information regarding Homeless and McKinney-Vento Act, contact MDE at 517.373.6066.

*Service Type
Bi-Nat'l
Counsel
FLEP
FM
Homeless
Immigrant
NPFS
PFS
PFS-M
Sec 31-a
Sec 41
Title I-A
Title I-D
Title III

- *Immigrant* (part of the Title III grant): This option is for families who have **immigrated** to the United States through the immigration system. Services for these students would be the same as for any other non-migrant immigrating student.
- *NPFS* (Not Priority For Service): This option is for students who have not moved within the last 12 months during the regular school year and are not at risk of failing the core curriculum.
- *PFS* (Priority For Service): This option is for those students who are at risk of failing or failing the core curriculum AND have moved within the last 12 months during the regular school year. Students who are identified as ID, out-of-school or drop-out are generally designated as PFS.
- *PFS-M* (Priority For Service – Michigan): This is for those students who still need priority for service due to assessments, testing or teacher referral but have not moved within the 12 previous months during the regular school year. The reason must be recorded and available for monitoring and compliance purposes.
- *Section 31-A* (At Risk Program): This is for students at risk of failing or failing the core curriculum. Students receiving instructional services for this part of Section 31-A should be marked accordingly.

*Service Type
Bi-Nat'l
Counsel
FLEP
FM
Homeless
Immigrant
NPFS
PFS
PFS-M
Sec 31-a
Sec 41
Title I-A
Title I-D
Title III

**NOTE:** Section 31-A also has the free breakfast and lunch programs. Do not mark this option for those students who are receiving free meals only through Section 31-A. However, all migrant students are automatically eligible for the free meals program. Print a list of all your migrant students and give the list to your food and nutrition program.

- *Section 41*: This is the state-funded bilingual program. Students who are receiving services through this program should be marked accordingly in this section. Students are only eligible for this program for three years.
- *Title I-A*: This is a grant given to districts based on high poverty, low-achieving students. These funds are used to provide supplementary services to allow low-achieving students a fair, equal and significant opportunity to obtain a high quality education. It is also to provide for the ability to reach proficiency on challenging state academic achievement standards and assessments. If your district receives Title I funding, most migrant students are eligible to receive these services.
- *Title I-D*: This is a federal grant to improve the educational services for those students that are in a local or state institution for delinquent students. This provides students the opportunity to meet the same challenging state academic content achievement standards that all other students are expected to meet. It is also to prevent at-risk students from dropping out of school. Check to see if your district receives these funds.

- **Title III (Language Acquisition Program):** This is for Limited English Proficient (LEP) students. Students who have been assessed as LEP should be receiving services whether or not your district is funded under Title III. However, only those students receiving services through Title III funding will have this option selected.

**Title 1  
Part C Only**

Any Inst Svcs  
 Math Inst Svcs  
 Read Inst Svcs  
 Credit Accrual  
 Counsel  
 Support Svcs  
 Referred Svcs

**Title I Part C Only** This section is for those services paid for with migrant funds only. The available options are:

- **Any Inst Svcs (Any Instructional Services):** This would be any instruction given to migrant students by either a teacher or a para-professional whose salaries are paid with migrant funds.
- **Math Inst Svcs (Math Instructional Services) and Reading Inst Svcs (Reading Instructional Services):** This would be any reading or math instruction given to migrant students by a migrant-funded teacher only. Although a paraprofessional may be in the classroom to assist, all instruction is done by the teacher.

**NOTE:** If either Math or Reading Instructional Services is chosen you must also choose Any Instructional Services.

- **Credit accrual:** This is selected for those high school students who are taking part in a migrant-funded program working toward accruing credits for graduation.
- **Counsel:** This is for students who are receiving counseling from staff whose salary is fully or partially paid through migrant funds.
- **Support Service:** These are services provided to migrant students funded through the migrant program. *Example:* Setting up a time and date for a dental van to come to the school and give dental check-ups to migrant students.
- **Referral Services:** This is when a migrant program refers a student or family to a service outside the school setting. *Example:* a migrant program refers a student to an orthodontist. **NOTE:** The referral is not considered complete until the student has kept the first appointment.

**\*LEP  
Assess  
Date**

**LEP Assess Date** This is a required field.

All students are required by Title III legislation to fill out the Home Language Survey. Those students who answer Yes to either of the two questions must be assessed within 10 days of enrolling in school whether Regular Year or Summer Center. The assessment may not have been given prior to the COE being approved. If this is the case, mark "No" under this column, and then when the withdrawal information is entered, change the option to "Yes" and input the date that the assessment was given.

▼

If "Yes" is chosen, then the date the student was assessed must be entered.

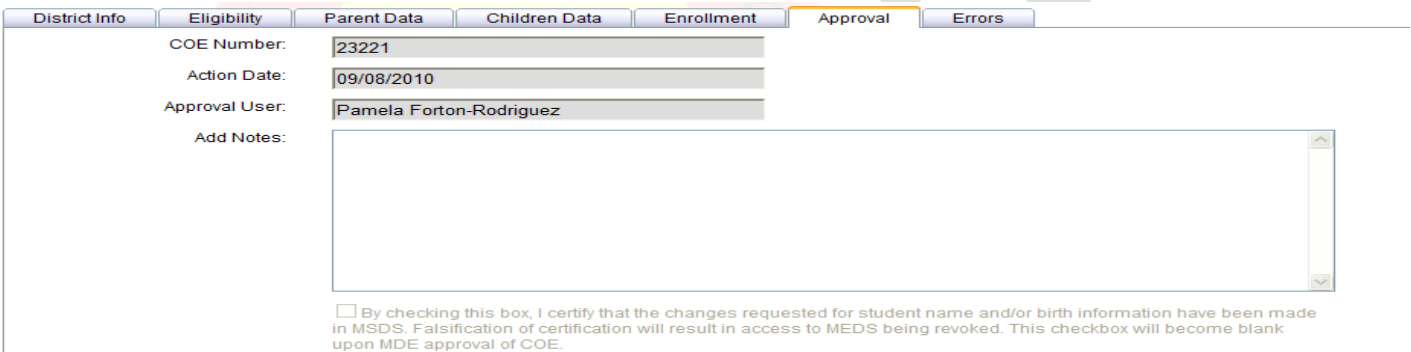
Once you have completed the enrollment, click the save or update link. You can then either click on the approval tab or click the "Go to the Approval Tab" link at the bottom of the list of enrollments.

## Approval Tab

This tab is for all the submissions and approvals. There are three (3) levels of submissions and approvals:

- 1) Data Entry submission
- 2) Director Approval submission
- 3) Director/Data Entry submission.

All three levels of submission have the same fields. The exception will be in the name of the buttons for each level as well as the drop-down box that will appear for the director and the director/data entry person.



District Info Eligibility Parent Data Children Data Enrollment **Approval** Errors

COE Number: 23221

Action Date: 09/08/2010

Approval User: Pamela Forton-Rodriguez

Add Notes:

☐ By checking this box, I certify that the changes requested for student name and/or birth information have been made in MSDS. Falsification of certification will result in access to MEDS being revoked. This checkbox will become blank upon MDE approval of COE.

**COE Number** This field shows the number that was assigned to the COE when it was saved.

**Action Date** This is the date that the COE is being submitted.

**Approval User** This field will show the name of the person who is doing the submitting at the time.

**Add Notes** Use this box to insert notes about the COE that may be pertinent to the MDE Approvers as they review your COE for MDE Approval.

**MSDS Checkbox** Students with a UIC that have had changes requested on the Children Data tab must have the same changes made to the MSDS. By checking this box, you certify that the changes requested for student name, birth, and/or language information have been made in MSDS.

**CAUTION:** Failure to check this box will hold up this COE for approval as well as jeopardizing the 10-day clock.

**CAUTION:** Checking this box without changes being made in MSDS will jeopardize your access to MEDS.

**NOTE:** If Primary Language is changed for a student with a UIC, the change must also be made in MSDS and a screenshot of the change sent to your MDE Approver by attaching to an email in .pdf format.

Submit / Save

Status Reason:

9/9/2010 7:09:07 AM VKoppenhoefer - Pam the info was already on there from Van Buren all I checked was the no  
by for an IEP because we never had info he had any problems mom never told us. I sent my Recruiter for more info. I

**Submit/Save button** For data entry persons this button shows "Submit to Director." For directors and director/data entry, this button will show "Submit to MDE."

**NOTE:** Once the COE has been submitted to the MDE approver, the status reason box may also be used for any information which needs to be corrected on the COE.

**Status Reason** This box is for any notes that are pertinent for the next level in the approval process. *Examples:* 1) the data entry person wants the director to know specific details regarding this COE; 2) necessary information from the district to the MDE approver.

**NOTE:** This is a box that is meant to exchange communication between individuals involved in the approval process. Without adequate information it may result in COEs being returned and jeopardizing the 10-day process.

COE Status:

**COE Status** This field is only for directors and director/data entry persons. You will see three (3) options:

- 1) Submit to MDE. This is the default option.
- 2) Modifications required. This option should be chosen if you find errors that need to be corrected. This will send the COE back to the data entry person for correction.
- 3) Rejected. This is the option to choose if the COE needs to be removed from the approval path due to ineligibility or duplication. If you choose options 2 or 3, place a comment in the status reason box that will allow the appropriate person to know why the correction/rejection was made.

Once you have submitted the COE, you will see a blue "COE Submitted" message above the tab area. At this time you can ignore the "Go to the error tab" link because the COE has been saved, any errors have been corrected and you have already submitted the COE.

## Errors Tab

*How the process works:* If you try to save the COE and there are required elements missing, you will see a pink error message above the tabs letting you know that the COE could not be saved due to errors. You would then click on the errors tab to see what was not completed. A list of errors will show on this tab. Click on the first error and click "Edit." This will take you to the field that needs to have the information corrected. Once you have done this with all the errors and saved the COE then the blue COE saved message appears above the tabs.

## Student Search

Click on this link to find a student.

**CAUTION:** This should be done for at least *one student on every COE* before creating a new COE. This is to prevent duplications in the system.

**NOTE:** You may use any combination of search fields. Partial names are allowable.

(Use any combination of search criteria below - Partial names are OK.)

Last Name1	Last Name2	First Name	Middle Name
Student Name: <input type="text" value="rodriguez"/>	<input type="text"/>	<input type="text" value="fabiola"/>	<input type="text"/>
Birth Date: <input type="text" value="8/2/1991"/>			
Birth City, State: <input type="text"/>		<input type="button" value="v"/> <a href="#">State</a>	
<input type="button" value="Search"/>		<input type="button" value="Cancel"/>	

Found matching student(s).

% Ranking	Last Name1	Last Name2	First Name	Middle Name	Student ID	Gen	Birth Date	Father Last	Father First	Mother Last	Mother First	
100	Rodriguez		Fabiola		4623	F	08/02/1991	Rodriguez	Mateo	Rodriguez	Maria	<a href="#">Select</a>
70	Rodriguez		Fabian		80971	M	08/16/2002	Rodriguez	Alejandro	Rodriguez	Martha	<a href="#">Select</a>
65	RODRIGUEZ		FABIOLA		30310	F	12/22/1983	RODRIGUEZ	RIDRIGO	RODRIGUEZ	GUILLERMINA	<a href="#">Select</a>
50	Rodriguez		Fabian		75864	M	06/14/1987	Rodriguez	Leonel	Rodriguez	Rosa	<a href="#">Select</a>

### Student Name

- *Last Name 1:* Enter the last name of the student; or the first part of a two part last name; or the full hyphenated last name.
- *Last Name 2:* Enter the second part of a two part last name.
- *First Name:* Enter the legal first name of the student. **NOTE:** Some students may have two names as a first name. *Example:* Maria Elena.
- *Middle Name:* Enter the legal middle name of the child, if applicable. Initials are acceptable if that is what is on the legal document.

**Birth Date** Enter the birth date of the student.

**NOTE:** In some countries, birth certificates show birth dates as Day/Month/Year. These need to be converted to Month/Day/Year.

**Birth City** Enter the city or county where the child was born.

**Birth State** Using the drop down list, choose the proper abbreviation for the state or country in which the student was born. If you are unsure of the abbreviation to be used, click the State link below this field.

**Search** Click to allow MEDS to search the system for this student. A list of students may appear with potential matches for the information you inputted.

**NOTE:** Students highlighted in hot pink are probable exact matches; Green are next probable matches; Yellow/Orange are next in line; those highlighted in White/Gray are the least probable matches.

To choose a student, click Select on the far right side of the probable match. This will bring up another screen that will show all the fields pertinent to this student. The fields will be grayed out and un-editable.

Below the fields, is listed the most current COE with which that student is associated. To view the COE, click "View COE" at the far right of the list.

**MEDS Student Information Form** Unique Key: 4623

**Notice: All modifications must be done on the COE Form**

Student Id:  UIC:

Student Name:

Last Name1 Last Name2 First Name Middle Name Suffix

Birthplace:

City State

Birth Date:  Gender:

Primary Language:

COE #	Year	District	Mother Last	Mother First	Father Last	Father First	Birth Verification	
1830	2005-06	Grant Public School District	Rodriguez	Maria	Rodriguez	Mateo	Parent's Affidavit	<a href="#">View COE</a>

There are multiple scenarios that can now happen. They are:

- This COE is from your district but from a previous fiscal year.
  - In this case, scroll to the bottom of the COE and click "Roll over to current fiscal year".
- The COE is from another district in the same fiscal year.
  - Scroll to the bottom of the COE and click "Roll over to My district".
- The COE is from another district in a previous fiscal year.
  - Again, scroll to the bottom of the COE and click "Copy COE to My District".

If there are no students in the system, you will get a message that reads "No students were found matching the search criteria". If this is the case, you would click Cancel and go into COE/Entry Update to create a new COE.

## Reports Menu

The Reporting Menu enables districts to run various reports regarding migrant students in their district. It also contains reports that are required by the United States Department of Education at the end of each year. Examples of each report can be found in Appendix A.

The Format field on all the reports in the Reports Menu have the same selections. They are:

- HTML is a web-based report that generally can not be manipulated.

- PDF can only be used if your system has Adobe Reader or Adobe Professional. If you have Adobe Reader, the data can not be manipulated. Adobe Professional will let you do minor manipulation.
- Excel is the format you would use if you want to break down your data into separate sub-reports. Excel is a good format for manipulating data into sub-reports.

There are two buttons on all reports. They are:

- *Report Menu*: This button takes you back to the list of reports in the Reports Menu.
- *Run Report*: This button will run the report according to the parameters you set in the above fields.

## Attendance Report

The Attendance Report data is formatted by grade level. Under each grade level, you will find Student Name, Student ID, COE, Gender, Program (Type), Enrollment Date, Withdraw Date, Days Enrolled and Days Present.

**NOTE:** This is not an unduplicated report. Students may appear more than once.

*From Date:* The default on this field is 9/1/current year. You can change the date if you want to run a report for a specific time frame.

*To Date:* This date corresponds with the type of report being written. You can change the date if you want to run a report for a specific time frame.

*Report Type:* There are four options for this field. They are:

- Regular Year (dates used are from 9/1/current year up to 6/15/current year)
- Summer Center-Based (dates used are from 6/16/current year up to 8/31/current year)
- Home/Outreach/PASS/UT (dates used are from 9/1/current year up to 8/31/current year)
- Total Summer Student Count

*Grade:* This field gives you the option of choosing a specific grade or all grades.

**Attendance Report**

**Format**

**From Date**

**To Date**

**Report Type**

**Grade**

## Enrollment By Building Report

The Enrollment By Building report is formatted by building and building number. Under each building is listed the Student Name, Grade, and Program (Type). At the bottom of each building is listed the total number of students enrolled in that building. A district total is listed for each building with a grand total listed at the end of the report.

### Enrollment By Building

**Format**

**From Date**

**To Date**

*From Date:* The default on this field is 9/1/current year. You can change the date if you want to run a report for a specific time frame.

*To Date:* This date corresponds with the type of report

being written. You can change the date if you want to run a report for a specific time frame.

### General MEDS Report

The General MEDS Report is your **source for success** in MEDS!! This report allows you to see any pertinent information that may be missing for each student.

**NOTE:** The components in the General MEDS Report are used to generate the reports used for funding.

**CAUTION:** Missing information will cause a reduction in the number of students counted when running funding reports.

**NOTE:** This is not an unduplicated report. Students may appear more than once.

**NOTE:** This report should be run at least once a month to verify the data you have entered into MEDS.

**NOTE:** This report will also provide you with the Status of each COE or the date the COE was approved.

*From Date:* The default on this field is 9/1/current year. You can change the date if you want to run a report for a specific time frame.

*To Date:* This date corresponds with the type of report being written. You can change the date if you want to run a report for a specific time frame.

*Sort By:* There are two options in this field. They are:

- COE – this will sort the report by COE number in ascending order.
- Mother's Name – this will sort the report alphabetically by the Mother's last name(s). Any COEs that do not list a mother's name will default to the top of the list.

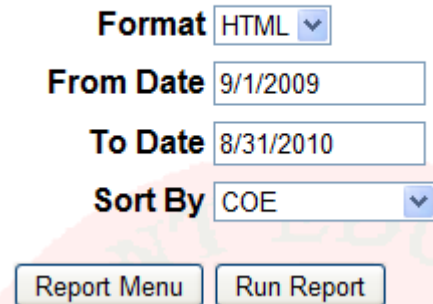
### General MEDS Report – Service Types

The General MEDS Report – Service Types is the Director's **source for success** in MEDS!! This report allows the Director to see at a glance if any pertinent Service Types may be missing for each student.

**NOTE:** The components in the General MEDS Report – Service Types are used to generate the reports for federal reporting.

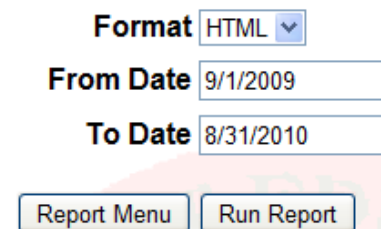
**NOTE:** This is not an unduplicated report. Students may appear more than once.

### General MEDS Report



The screenshot shows a web form titled "General MEDS Report". It includes a "Format" dropdown menu set to "HTML", a "From Date" text box with "9/1/2009", a "To Date" text box with "8/31/2010", and a "Sort By" dropdown menu set to "COE". At the bottom are two buttons: "Report Menu" and "Run Report".

### General MEDS Report - Service Types



The screenshot shows a web form titled "General MEDS Report - Service Types". It includes a "Format" dropdown menu set to "HTML", a "From Date" text box with "9/1/2009", a "To Date" text box with "8/31/2010", and two buttons at the bottom: "Report Menu" and "Run Report".

**NOTE:** This report should be run at least once a month to verify the data you have entered into MEDS.

*From Date:* The default on this field is 9/1/current year. You can change the date if you want to run a report for a specific time frame.

*To Date:* This date corresponds with the type of report being written. You can change the date if you want to run a report for a specific time frame.

## Ten Day Approval Report

The Ten Day Approval Report will help your district keep track of how long it is taking to get your COEs through the approval process.

*The following reports are highlighted in MEDS in red. These reports are used for funding and for state and federal reporting. All reports are unduplicated.*

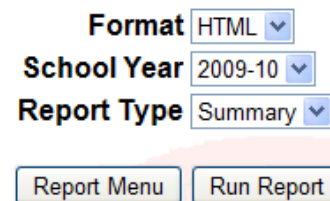
## 12 Month Count of Eligible Reports

*School Year:* Choose the year for which you would like data. The default year is the current year.

*Report Type:* There are two options.

- *Summary* - This will give a total count for your district.
- *Detail* - this will give the Student ID, Student Name, Gender, Grade, and Birth Date as well as the total count at the end of the report.

### 12 Month Count of Eligible Reports



Format

School Year

Report Type

**NOTE:** Students are listed alphabetically by last name.

## Consolidated Performance Reports

All of the reports in this section are used for state and federal reporting.

Each report has two buttons. They are:

*Report Menu:* This button will take you back to the Reports Menu.

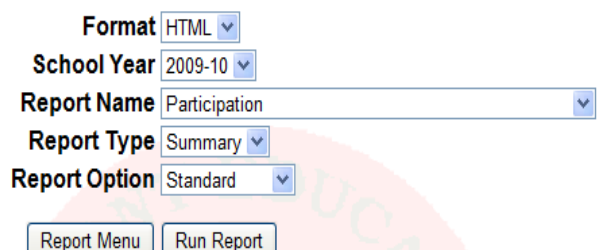
*Run Report:* This button will run the report.

*School Year:* Choose the year for which you would like data. The default year is the current year.

*Report Name:* There are 17 options:

- Participation: This will give a count of students participating in Regular Year and/or Summer Center listed by Grade/Age with totals at the end of the report.
- Participation - Home: This will give a count of students participating in HOME during the Summer Center by grade.
- Priority for Service: This will give a count of students who are listed as Priority for Service in MEDS by grade/age and term.

### Consolidated Performance Reports



Format

School Year

Report Name

Report Type

Report Option

**NOTE:** Priority for Service is a designation for those students who are at risk of failing or failing the core curriculum AND have made a qualifying move in the last 12 months during the Regular School Year.

- Continuation of Service: This will give a count of students who are receiving services for the duration of the term after their eligibility has expired. The report is formatted by grade/age and term.
- Limited English Proficient: This will give a count of students who have been designated as LEP/ELL from the LEP Assess field in MEDS. The report is formatted by grade/age and term.
- High School Completion: This will give a count of students who have either dropped out of school or obtained a GED. This report is formatted by grade and category.
- Children Enrolled in Special Education: This will give a count of students designated as Special Ed in MEDS. This report is formatted by grade/age and term.
- Type of Service: This will give a count of students that receive the services listed under Service Type in the Enrollment section of MEDS (see page ## for a list of services). This report is formatted by grade/age and type of service.
- Qualifying Move Within 36 Months: This will give a count of students who have made a qualifying move during the Regular School Year within the previous 36 months. This report is formatted by grade/age and Regular term.
- Read/Language Arts and Math – Enrolled At Testing: This will give a count of students who were enrolled in your district during the **ELPA/MEAP** test window. This report is formatted by grade and category.
- Students Served (Inst or Suppt Svcs): This will give a count of students who received Instructional or Support Services. This report is formatted by grade/age and term.
- Instructional Service: This will give a count of students who received Instructional service. This report is formatted grade/age and term.
- Inst Svc (Reading, Math, Credit Accrual): This will give a count of students who received services in the above categories. This report is formatted by grade/age, term, and category.

**NOTE:** For Reading and Math, the Instructional Service **must** have been delivered by a migrant teacher only.

- Support Svcs and Counseling Svc: This will give a count of students who received Support Services and/or Counseling Services funded through the Title I, Part C – Migrant program. This report is formatted by grade/age, term, and category.
- Referred Services: This will give a count of students who were referred to outside services. This report is formatted by grade/age and term.
- Ethnicity Summary by Grade: This will give a count of students by ethnicity. This report is formatted by grade/age and ethnicity.

**NOTE:** Ethnicity codes are as follows:

100000 – American Indian/Alaskan Native  
010000 – Asian American  
001000 – Black or African American  
000100 – Native Hawaiian/Pacific Islander  
000010 – White

000001 – Hispanic or Latino

The '1' in the code represents the ethnicity listed above. If a student has more than one ethnicity chosen, you will see a '1' in each location corresponding to that ethnicity. Example: a student has White and Hispanic marked in MEDS for ethnicity. On this report, that would show as 000011.

- Qualifying Move Within 48 Months: This will give a count of students who have made a qualifying move within the previous 48 months. This report is formatted by grade/age and term.

*Report Type:*

- Summary: This will give a number count only for the specific report you selected.
- Detail: This will give a list of students by Grade/Age, StudentID, Student Name, term and/or category for the specific report you selected.

## **FED Summer Count**

*School Year:* Choose the year for which you would like data. The default year is the current year.

*Report Type:* There are three options.

- Summary: This will give the District Summer Center Based Count, District HOME Count, District PASS Count, and District Total Summer Count.

**NOTE:** This information is repeated. Please ignore at this time.

- Detail: This will give the Student ID, Student Name, Gender, Grade, Program (Type) and Birth Date as well as Summer Center Based Count, HOME Count, PASS Count, and District Total Summer Count at the end of the report.

**NOTE:** Students are listed alphabetically by last name.

**NOTE:** The count information is repeated. Please ignore at this time.

- By Grade: This will give the district Summer count by grade as well as the Summer Unique Count of Eligible Students.

## **QAD History By District**

**Sections of this report are used to fund your district for Regular Year and Summer Center.**

*School Year:* Choose the year for which you would like data. The default year is the current year.

*Report Type:* There are two options.

- Official Report: This will give a summary of counts by three categories as well as the three year total.
  - 0-12 months (365 days) is a count of students whose QAD is within this time frame.
  - 13-24 months (730 days) is a count of students whose QAD is within this time frame.

- 25-36 months (1095 days) is a count of students whose QAD is within this time frame.
- Detail Working Report: This will give a listing of all students broken down into the three above categories by Student ID, Student Name, Grade, QAD Date, Number of Days, Program (Type), Enroll Date, QAD History Totals by category, total category count as well as the count of HOME students.

*Report Option*: There are seven options in the drop down field.

- Summer Only: This will give the summary of counts for Summer Center students by the three categories listed above, total category count as well as the count of HOME students.
- All R & P with attendance: This will give the summary of counts for Regular Year and PASS with attendance students by the three categories listed above and total category count.
- 4 Year Summer Only: This will give a total count of students attending Summer Center that your district is serving for a fourth year as well fourth year HOME students.
- 4 Year R & P Programs: This will give a total count of students attending Regular Year and/or PASS that your district is serving for a fourth year.
- By Grade (R & P with Attendance): This will give a count of students enrolled during Regular Year and/or PASS with attendance by grade level, by the three categories listed above, and total category count.
- By Grade (Summer Only): This will give a count of students enrolled in Summer Center by grade level, by the three categories listed above, total category count as well as a count of HOME students.
- By Grade (All): This will give a count of students by grade level, by the three categories listed above, total category count as well as a count of HOME students.

**NOTE:** Please check the MEDS Training link periodically for updates. This manual will also be updated at the same time so that you can download new pages as they become available.

DRAFT

## **APPENDIX A**

### **REPORTS**

9/22/2010

## **MEDS Attendance Report - Regular Year**

**IMPORTANT: This is NOT an unduplicated report. Some students may appear more than once.**

Student Name	Student ID#	COE	Gender	Program	Enrollment Date	Withdraw Date	Days Enrolled	Days Present
<b>(41240) Sparta Area Schools</b>								
<b>Grade Level: P5</b>								
Aguilar-Duarte , Irineo	82845	38079	M	RM	9/8/2009	11/2/2009	40	39
Aguilar-Duarte , Ivan	82844	38079	M	RM	9/8/2009	11/2/2009	40	39
Meza , Enrique	81880	38428	M	RM	9/8/2009	6/10/2010	180	149

3 Enrollments in Grade Level P5

9/22/2010

## **Enrollment by Building**

9/1/2009 thru 6/30/2010

### **(41240) Sparta Area Schools**

Applevue Elementary School (09883)	Student Name	Grade	Program
	Amador , Jose	4	RM
	Benitez Estrada, Abel	4	RM
	Castillo , Alexandra	3	RM
	Castillo , Nallely	3	RM
	Chavez-Velasco , Elizabeth	3	RM
	De La Cruz-Flores , Lilibeth	4	RM
	Flores Acuna, Eduardo	5	RM
	Gallegos Martinez, Luis	5	RM
	Garcia , Bianca	4	RM
	Garcia-Serrano , Javier	3	RM
	Gomez , Jose	5	RM
	HERNANDEZ , DAVID	3	RM
	Hernandez , Jose	4	RM
	Hernandez , Liliana	4	RM
	Hernandez , Reyna	3	RM
	Hernandez-Hernandez , Leyda	3	RM
	Hernandez-Ruiz , Hulices	3	RM
	Lopez , Omar	3	RM
	(09883) Total:		18

Run Date: 9/22/2010

## MEDS Report - Enrollment Between 9/1/2009 and 8/31/2010 (inclusive)

**IMPORTANT: This is NOT an unduplicated report. Some students may appear more than once.**

COE	Mother / Father Student Code	Last Name	First Name	Birth Date	Mult Birth	Gn	Ethnicity *	Gr	QAD	Prog	Enroll Date	Withd. Date	Days Enroll	Days Pres
<b>(41240) Sparta Area Schools</b>														
<b>10295</b>	<b>GALAN, ROCIO / AMADOR, FRANCISCO</b>								<b>Date COE Approved or Status:</b>			<b>6/18/2010</b>		
	37939	Amador	Jose	10/14/1999		M	000001	4	7/15/2009	RM	9/8/2009	1/4/2010	95	88
	37939	Amador	Jose	10/14/1999		M	000001	4	3/17/2010	RM	3/24/2010	6/10/2010	58	50
	84205	Amador-Galan	Berenice	9/7/2006		F	000001	P3	7/15/2009	ID	9/8/2009	1/4/2010		
	84205	Amador-Galan	Berenice	9/7/2006		F	000001	P3	3/17/2010	ID	3/24/2010	6/10/2010		
	37326	Badillo	Guadalupe	10/8/1992		F	000001	10	7/15/2009	RM	9/8/2009	10/26/2009	35	30
	39122	Martinez	Brian	11/10/1996		M	000001	7	7/15/2009	RM	9/9/2009	9/28/2009	14	14
	39111	Martinez	Erick	5/17/1994		M	000001	9	9/20/2009	RM	9/22/2009	9/28/2009	4	4
	85372	Martinez	Gavino	2/19/1996		M	000001	7	7/15/2009	RM	9/9/2009	9/28/2009	14	14
<b>10299</b>	<b>Nunez, Maria / Nunez, Miguel</b>								<b>Date COE Approved or Status:</b>			<b>11/3/2009</b>		
	37352	Nunez	Alejandro	3/17/1998		M	000001	5	8/15/2009	RM	9/8/2009	11/2/2009	40	40
	37381	Nunez	Guadalupe	11/5/1992		M	000001	9	8/15/2009	RM	9/8/2009	11/2/2009	40	35
	37346	Nunez	Julio	9/2/1996		M	000001	7	8/15/2009	RM	9/8/2009	11/2/2009	40	37
<b>10307</b>	<b>GARZA, NORELIA / QUINTANILLA, NELSON</b>								<b>Date COE Approved or Status:</b>			<b>6/18/2010</b>		
	85493	Quintanilla	Ava	2/5/2009		F	000001	P1	7/13/2009	ID	9/8/2009	6/10/2010		
	37863	Quintanilla	Dinora	10/29/1990		F	000001	11	7/13/2009	RM	9/8/2009	6/10/2010	180	162
	37759	Quintanilla	Nelson	7/19/1989		M	000001	OS	7/13/2009	ID	9/8/2009	6/10/2010		

Run Date: 9/22/2010

## MEDS Service Type Report - Enrollment Between 9/1/2009 and 8/31/2010 (inclusive)

**IMPORTANT: This is NOT an unduplicated report. Some students may appear more than once.**

COE	Student ID	Last Name	First Name	Birth Date	Enroll Date	Withd. Date	Service Type(s)	Title 1 Part C Only	Special Needs	Date Resolved	Pending
39442	85653	Adonay Iscoa	Erick	12/23/1992	9/29/2009	10/8/2009	Title III PFS	Any Inst Svcs			
39360	85630	Aguilar Notario	Karina	1/14/1990	9/24/2009	10/8/2009	Title III PFS	Any Inst Svcs			
34641	82845	Aguilar-Duarte	Irineo	7/22/2004	9/8/2009	11/2/2009	Sec 41 PFS	Support Svcs Referred Svcs	Spec Ed IEP	9/10/2007 9/1/2009	
34641	82844	Aguilar-Duarte	Ivan	7/22/2004	9/8/2009	11/2/2009	Sec 41 PFS	Support Svcs Referred Svcs	Spec Ed IEP	9/10/2007 9/1/2009	
38080	81439	Aguirre	Junior	6/2/2002	9/8/2009	11/3/2009	Title III Sec 41 PFS	Any Inst Svcs Support Svcs			
38080	81440	Aguirre	Kathya	10/13/2004	9/8/2009	11/3/2009	Title III Sec 41 PFS	Any Inst Svcs Math Inst Svcs Read Inst Svcs Support Svcs			
38080	81441	Aguirre	Sheilyne	8/2/2006	9/8/2009	11/3/2009	NPFS				

## 2009-10 12 Month Unique Count by District

<i>Student #</i>	<i>Student Name</i>	<i>Gender</i>	<i>Grade</i>	<i>Birthdate</i>
<b>(41240) Sparta Area Schools</b>				
85653	Adonay Iscoa, Erick	M	UG	12/23/1992
85630	Aguilar Notario, Karina	F	UG	1/14/1990
82845	Aguilar-Duarte , Irineo	M	P5	7/22/2004
82844	Aguilar-Duarte , Ivan	M	P5	7/22/2004
81439	Aguirre , Junior	M	2	6/2/2002
81440	Aguirre , Kathya	F	K	10/13/2004
81441	Aguirre , Sheilyne	F	P3	8/2/2006
84727	Aldama Martinez, Miguel	M	1	5/13/2003
4757	Almaraz Morales, Angel	M	1	1/14/2003
82578	Almaraz , Misael	M	P3	4/9/2006

9/22/2010

### 2009-10 CONSOLIDATED PERFORMANCE REPORT

#### PARTICIPANTS BY GRADE AND TERM

**Note:** The grade-by-grade totals reflected on this report may differ from the official Participants by Grade and Term Report. This is caused by students being enrolled in more than one grade during the same school year. The Appendix of this report lists all students who appear in more than one grade.

<b>GRADE</b>	<b>STUDENT ID</b>	<b>STUDENT NAME</b>
Ages 3-5	82845	Aguilar-Duarte , Irineo
	82844	Aguilar-Duarte , Ivan
	81880	Meza , Enrique
K	81440	Aguirre , Kathya N
	39047	De La Cruz , Alexis
	85434	Diaz-Sandoval , Dalhia

<b>TITLE 1, PART C (MIGRANT)</b>		
<b>REGULAR TERM</b>	<b>SUMMER/ INTER.</b>	

1	0	
1	0	
1	0	
1	0	
1	0	
1	0	

81975	Duarte , Erica	1	0
80329	Flores-Acuna , Adrian	1	0
78490	Garcia , Daniel Serrano	1	0

9/22/2010

**2009-10 CONSOLIDATED PERFORMANCE REPORT**

**PARTICIPANTS BY GRADE AND TERM - HOME**

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**TITLE 1, PART C (MIGRANT)**

GRADE		HOME
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No Results

9/22/2010

**2009-10 CONSOLIDATED PERFORMANCE REPORT**

**PRIORITY FOR SERVICE**

**Note:** The grade-by-grade totals reflected on this report may differ from the official Priority for Services Report. This is caused by students being enrolled in more than one grade during the same school year. The Appendix of this report lists all students who appear in more than one grade.

GRADE	STUDENT ID	STUDENT NAME
Ages 3-5	82845	Aguilar-Duarte , Irineo
	82844	Aguilar-Duarte , Ivan
K	81440	Aguirre , Kathya N
	39047	De La Cruz , Alexis
	81975	Duarte , Erica
	80329	Flores-Acuna , Adrian
	78490	Garcia , Daniel Serrano
	80979	Gomez , Andrea
	82075	Hernandez-Lopez , Maria Del Carmen
	85530	Jimenez-Castillo , Mayra Lizbeth
	70862	Lopez , Alexis
	37913	Olguin-Resendiz , Maricsa
	81734	Paz , Juan Manuel
	85500	Rodriguez Reyna, Edward Leonardo

TITLE 1, PART C (MIGRANT)		
REGULAR TERM	SUMMER/ INTER.	

1	0
1	0
1	0
1	0
1	0
1	0
1	0
1	0
1	0
1	0
1	0
1	0
1	0
1	0
1	0

9/22/2010

2009-10 CONSOLIDATED PERFORMANCE REPORT

CONTINUATION OF SERVICE - DURATION

()

**Note:** The grade-by-grade totals reflected on this report may differ from the official Continuation of Service Report. This is caused by students being enrolled in more than one grade during the same school year. The Appendix of this report lists all students who appear in more than one grade.

**GRADE**      **STUDENT ID**      **STUDENT NAME**  
No Results

TITLE 1, PART C (MIGRANT)		
REGULAR TERM	SUMMER/ INTER.	

9/22/2010

2009-10 CONSOLIDATED PERFORMANCE REPORT

CONTINUATION OF SERVICE - Additional Year

()

**Note:** The grade-by-grade totals reflected on this report may differ from the official Continuation of Service Report. This is caused by students being enrolled in more than one grade during the same school year. The Appendix of this report lists all students who appear in more than one grade.

**GRADE**      **STUDENT ID**      **STUDENT NAME**  
No Results

TITLE 1, PART C (MIGRANT)		
REGULAR TERM	SUMMER/ INTER.	

9/22/2010

2009-10 CONSOLIDATED PERFORMANCE REPORT

CONTINUATION OF SERVICE - Credit Accrual

()

**Note:** The grade-by-grade totals reflected on this report may differ from the official Continuation of Service Report. This is caused by students being enrolled in more than one grade during the same school year. The Appendix of this report lists all students who appear in more than one grade.

**GRADE**      **STUDENT ID**      **STUDENT NAME**  
No Results

TITLE 1, PART C (MIGRANT)		
REGULAR TERM	SUMMER/ INTER.	

9/22/2010

## 2009-10 CONSOLIDATED PERFORMANCE REPORT

## LIMITED ENGLISH PROFICIENT

**Note:** The grade-by-grade totals reflected on this report may differ from the official Limited English Proficient Report. This is caused by students being enrolled in more than one grade during the same school year. The Appendix of this report lists all students who appear in more than one grade.

GRADE	STUDENT ID	STUDENT NAME	TITLE 1, PART C (MIGRANT)		
			REGULAR TERM	SUMMER/ INTER.	
Ages 3-5	82845	Aguilar-Duarte , Irineo	1	0	
	82844	Aguilar-Duarte , Ivan	1	0	
K	81880	Meza , Enrique	1	0	
	81440	Aguirre , Kathya N	1	0	
	39047	De La Cruz , Alexis	1	0	
	85434	Diaz-Sandoval , Dalhia	1	0	
	81975	Duarte , Erica	1	0	
	80329	Flores-Acuna , Adrian	1	0	
	78490	Garcia , Daniel Serrano	1	0	
	80979	Gomez , Andrea	1	0	
	82075	Hernandez-Lopez , Maria Del Carmen	1	0	
	82134	Jaimes Aguirre, Mario Alberto	1	0	

9/22/2010

## 2009-10 CONSOLIDATED PERFORMANCE REPORT

## HIGH SCHOOL COMPLETION

**Note:** The grade-by-grade totals reflected on this report may differ from the official High School Completion Report. This is caused by students being enrolled in more than one grade during the same school year. The Appendix of this report lists all students who appear in more than one grade.

GRADE	STUDENT ID	STUDENT NAME	TITLE 1, PART C (MIGRANT)		
			Drop Out of School	Obtained GED	
10	37326	Badillo , Guadalupe	1	0	
Out-of-School	37496	Gomez , Ibelise	1	0	
	37759	Quintanilla , Nelson Daniel	1	0	
	38439	Velazquez , Victor M	1	0	
<b>Enrollment Totals:</b>			4	0	

9/22/2010

**2009-10 CONSOLIDATED PERFORMANCE REPORT**

**CHILDREN ENROLLED IN SPECIAL EDUCATION**

**Note:** The grade-by-grade totals reflected on this report may differ from the official Special Education Report. This is caused by students being enrolled in more than one grade during the same school year. The Appendix of this report lists all students who appear in more than one grade.

GRADE	STUDENT ID	STUDENT NAME	TITLE 1, PART C (MIGRANT)		
			REGULAR TERM	SUMMER/ INTER.	
Ages 3-5	82845	Aguilar-Duarte, Irineo	1	0	
	82844	Aguilar-Duarte, Ivan	1	0	
	81880	Meza, Enrique	1	0	
K	81975	Duarte, Erica	1	0	
	80329	Flores-Acuna, Adrian	1	0	
1	85542	Lopez, Ivan M	1	0	
	6822	Lopez, Marcos	1	0	
2	78297	Moya, Jennifer	1	0	
3	310	Hernandez, Reyna A	1	0	
	70696	Santiago, David	1	0	
4	81418	Benitez, Abel	1	0	

9/22/2010

**2009-10 CONSOLIDATED PERFORMANCE REPORT**

**TYPE OF SERVICE - REGULAR YEAR**

GRADE	TITLE 1, PART C (MIGRANT)						
	TITLE 1-A	TITLE I-D	TITLE III	SECTION 31-a	SECTION 41	IMMIGRANT	HOMELESS
Ages 3-5	0	0	0	0	3	0	0
K	0	0	20	0	19	0	0
1	0	0	22	0	21	0	0
2	0	0	16	0	15	0	0
3	1	0	12	0	0	0	0
4	1	0	12	0	2	0	0
5	1	0	15	0	0	0	0
6	0	0	8	0	2	0	0
7	1	0	12	0	1	0	0
8	0	0	7	0	1	0	0
9	0	0	8	0	0	0	0
10	0	0	9	0	0	0	0
11	0	0	1	0	0	0	0
Ungraded	0	0	56	0	0	0	0
<b>TOTALS</b>	4	0	198	0	64	0	0

9/22/2010

**2009-10 CONSOLIDATED PERFORMANCE REPORT**

**Qualifying Move Within Previous 36 Months**

TITLE 1, PART C (MIGRANT)		
GRADE	REGULAR TERM	
(41240) Sparta Area Schools		
Ages 3-5	3	
K	20	
1	22	
2	18	
3	13	
4	11	
5	16	
6	7	
7	15	
8	9	
9	9	
10	11	
11	2	
12	1	
Ungraded	56	
Out-of-School	1	
<b>District Total</b>	214	
<b>TOTALS</b>	214	

9/22/2010

**2009-10 CONSOLIDATED PERFORMANCE REPORT**

**Enrolled At Testing**

			TITLE 1, PART C (MIGRANT)		
GRADE	STUDENT ID	STUDENT NAME	Reading/ Language	Math	COUNT
3	310	Hernandez, Reyna A			1
	6809	Lopez, Omar			2
4	37868	Hernandez, Liliana S			1
	85863	Martinez, Brian			2
	36854	Rodriguez, Jennifer A			3
6	82886	Duran, Julissa			1
	1412	Hernandez, Yesenia M			2
7	82885	Duran, Cristian			1
	38326	Rios, Erick Alejandro			2
8	30885	DURAN, EDDIE			1
	85862	Martinez, Juan Jose			2

9/22/2010

## 2009-10 CONSOLIDATED PERFORMANCE REPORT

## Instructional or Support Services

GRADE	STUDENT ID	STUDENT NAME	TITLE 1, PART C (MIGRANT)		
			REGULAR TERM	SUMMER/ INTER.	
Ages 3-5	82845	Aguilar-Duarte, Irineo	1	0	
	82844	Aguilar-Duarte, Ivan	1	0	
K	81880	Meza, Enrique	1	0	
	81440	Aguirre, Kathya N	1	0	
	39047	De La Cruz, Alexis	1	0	
	85434	Diaz-Sandoval, Dalhia	1	0	
	81975	Duarte, Erica	1	0	
	80329	Flores-Acuna, Adrian	1	0	
	78490	Garcia, Daniel Serrano	1	0	
	80979	Gomez, Andrea	1	0	
	82075	Hernandez-Lopez, Maria Del Carmen	1	0	
	82134	Jaimes, Mario Alberto	1	0	

9/22/2010

## 2009-10 CONSOLIDATED PERFORMANCE REPORT

## Instructional Services

GRADE	STUDENT ID	STUDENT NAME	TITLE 1, PART C (MIGRANT)		
			REGULAR TERM	SUMMER/ INTERSESSION	
K	81440	Aguirre, Kathya N	1	0	
	85434	Diaz-Sandoval, Dalhia	1	0	
	81975	Duarte, Erica	1	0	
	80329	Flores-Acuna, Adrian	1	0	
	78490	Garcia, Daniel Serrano	1	0	
	80979	Gomez, Andrea	1	0	
	82075	Hernandez-Lopez, Maria Del Carmen	1	0	
	82134	Jaimes, Mario Alberto	1	0	
	85530	Jimenez-Castillo, Mayra Lizbeth	1	0	
	70862	Lopez, Alexis	1	0	
	65756	Sanchez-Hernandez, Leticia Susana	1	0	
1	226	Duarte-Olvera, Veronica	1	0	
	85529	Hernandez, Gerardo Enrique	1	0	

9/22/2010

<b>2009-10 CONSOLIDATED PERFORMANCE REPORT</b>
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<b>Instructional Services - Reading, Mathematics and Credit Accrual</b>
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GRADE	STUDENT ID	STUDENT NAME	TITLE 1, PART C (MIGRANT)					
			Reading		Mathematics		Credit Accrual	
			REGULAR TERM	SUMMER/ INTER.	REGULAR TERM	SUMMER/ INTER.	REGULAR TERM	SUMMER/ INTER.
K	81440	Aguirre, Kathya N	1	0	1	0	0	0
4	37939	Amador, Jose Francisco	1	0	0	0	0	0
K	85434	Diaz-Sandoval, Dalhia	1	0	1	0	0	0
	81975	Duarte, Erica	1	0	1	0	0	0
1	226	Duarte-Olvera, Veronica	1	0	1	0	0	0
K	80329	Flores-Acuna, Adrian	1	0	1	0	0	0
5	82448	Gallegos, Luis Angel	1	0	0	0	0	0
K	78490	Garcia, Daniel Serrano	1	0	1	0	0	0
2	53470	Garcia-Martinez, Araceli	1	0	0	0	0	0
K	80979	Gomez, Andrea	1	0	1	0	0	0
2	85527	Hernandez, Cruz Ronaldo	1	0	1	0	0	0

9/22/2010

<b>2009-10 CONSOLIDATED PERFORMANCE REPORT</b>
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<b>Support Services with Breakout for Counseling Service</b>
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GRADE	TITLE 1, PART C (MIGRANT) Support Services		TITLE 1, PART C (MIGRANT) Counseling Service	
	REGULAR TERM	SUMMER/ INTERSESSION	REGULAR TERM	SUMMER/ INTERSESSION
Ages 3-5	3	0	0	0
K	19	0	0	0
1	20	0	0	0
2	16	0	0	0
3	11	0	0	0

9/22/2010

<b>2009-10 CONSOLIDATED PERFORMANCE REPORT</b>
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<b>Referred Service</b>
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GRADE	STUDENT ID	STUDENT NAME
Ages 3-5	82845	Aguilar-Duarte, Irineo
	82844	Aguilar-Duarte, Ivan
9	85515	Cleto, Rocio
<b>Enrollment Totals:</b>		

TITLE 1, PART C (MIGRANT)		
REGULAR TERM	SUMMER/ INTER.	
1	0	
1	0	
1	0	
3	0	

9/22/2010

### 2009-10 12 Month Unique Count by Grade and Ethnicity

Grade	Ethnicity	Total
(41240) Sparta Area Schools		
Ages 3-5 (P3)		
	000001 Total:	10
	<b>Ages 3-5 (P3) Totals:</b>	<b>10</b>
Ages 3-5 (P4)		
	000001 Total:	14
	000011 Total:	1
	<b>Ages 3-5 (P4) Totals:</b>	<b>15</b>
Ages 3-5 (P5)		
	000001 Total:	4
	<b>Ages 3-5 (P5) Totals:</b>	<b>4</b>
K		
	000001 Total:	20
	<b>K Totals:</b>	<b>20</b>
1		
	000001 Total:	22
	000011 Total:	1
	<b>1 Totals:</b>	<b>23</b>

9/22/2010

**2009-10 CONSOLIDATED PERFORMANCE REPORT**

**Qualifying Move Within Previous 48 Months**

TITLE 1, PART C (MIGRANT)		
GRADE	TOTAL UNDUPLICATED COUNT (Summer & Regular)	

(41240) Sparta Area Schools

Ages 3-5	3	
K	20	
1	23	
2	18	

9/22/2010

**2009-10 Summer Unique Count by District**

District	Category	Count
District Summer Center Based Count:		<b>137</b>
District Home Count:		<b>0</b>
District PASS Count:		<b>0</b>
<b>District Total Summer Count:</b>		<b>137</b>

## QAD History Detail

*Enrollment 5/15/2010 thru 8/31/2010 - Summer Only*

<b>Student ID#</b>	<b>Student Name</b>	<b>Grade</b>	<b>QAD Date</b>	<b># Days</b>	<b>Program</b>	<b>Enroll Date</b>
<b>0-12 Months - up to 365 days</b>						
85761	Aguilar , Martin	OS	6/1/2010	83	SC	8/23/2010
83296	Aguirre , Estelita	K	8/8/2010	4	SC	8/12/2010
87099	Alvarado , Alejandro	OS	5/30/2010	85	SC	8/23/2010
85988	Alvarado , Ruby	3	8/16/2009	305	SC	6/17/2010
85990	Alvarado-Orta , Ismael	P5	8/16/2009	306	SC	6/18/2010
85989	Alvarado-Orta , Raquel	K	8/16/2009	305	SC	6/17/2010
81061	Arias , Kevin	P3	7/26/2010	1	SC	7/27/2010
68721	Arias-Velasquez , Adalberto	4	7/26/2010	3	SC	7/29/2010
67956	Barrios , Adriana	1	7/18/2010	2	SC	7/20/2010
42861	Barrios Aguirre, Maria	9	7/18/2010	18	SC	8/5/2010
78516	Barrios , Noel	P5	7/18/2010	2	SC	7/20/2010